

**SUMMARY OF THE  
ACCREDITING AUTHORITY COMMITTEE MEETING  
JULY 11, 2001**

The Accrediting Authority Committee of the National Environmental Laboratory Accreditation Conference (NELAC) met on Wednesday, July 11, 2001 at 2:30 p.m. Eastern Daylight Time (EDT) by teleconference. The meeting was led by its chair, Mr. Louis Johnson of the Louisiana Department of Environmental Quality. A list of action items is given in Attachment A. A list of participants is given in Attachment B. *The purpose of the meeting was to continue progress on previously distributed agenda items.*

**INTRODUCTION**

Mr. Johnson began the meeting by welcoming those in attendance to the teleconference. Attendance was recorded as each committee member introduced themselves.

**AGENDA ITEMS**

**Replacement of Committee Members**

Individuals identified by the committee during the June 27, 2001 teleconference were not available to serve on the committee at this time. Other potential members were discussed and Mr. Johnson requested the opinions of all members present. Mr. Larry Penfold of STL Laboratories was selected to join the committee. Mr. Johnson confirmed that the minimum number of voting members were present to form a quorum and Mr. Penfold was appointed to the committee as a contributing member. Mr. Johnson will notify Mr. Penfold of this outcome and will request the NELAC Chair to make the appointment.

**QMP Document for NELAP**

Mr. Johnson asked for discussion on the development of Standard Operating Procedure (SOP) and Quality Management Plan (QMP) documents for the National Environmental Laboratory Accreditation Program (NELAP) accreditation process. It was suggested that the existing NACLA (National Cooperation for Laboratory Accreditation) Revision C document could serve as a template for an SOP document but would not be adequate for a NELAP QMP. There was concern for conflating U.S. Environmental Protection Agency (EPA) QMP guidance and International Organization for Standardization (ISO) QMP guidance. The need for multiple QMP documents was discussed, and the committee decided that further direction from the NELAC Director, Ms. Jeanne Hankins, will be needed to determine the scope of the QMP as it related to auditing/accreditation and NELAP QMP.

**FUTURE TELECONFERENCES**

Mr. Johnson reminded those present of the next Accrediting Authority teleconference which is scheduled for July 25, 2001 at 2:30 p.m. EDT. Several of the committee members had conflicts with this meeting time as well as the teleconference scheduled for August 8, 2001. Also, there was general discussion pertaining to the assigned teleconference time and attendance of these

meetings. Mr. Johnson agreed to identify other meeting times better suited for the majority of members. The meeting scheduled for July 25, 2001 will be rescheduled. Mr. Johnson will notify the committee members of the time and date of the next teleconference meeting.

#### **ADJOURNMENT**

Mr. Johnson summarized the progress from the meeting, reminding all members of their tasks and impending deadlines. He then called for any further discussion of old business or any new topics for the committees' consideration. No further discussion was initiated so Mr. Johnson adjourned the meeting after thanking those in attendance.

**ACTION ITEMS  
ACCREDITING AUTHORITY COMMITTEE MEETING  
JULY 11, 2001**

<b>Item No.</b>	<b>Action</b>	<b>Date to be Completed</b>
1.	Mr. Johnson will evaluate options for teleconference scheduling and contact committee members to reschedule the next meeting.	ASAP
2.	Mr. Johnson will supply to committee members an SOP guidance document.	ASAP
3.	Mr. Johnson will arrange and initiate a conference call with committee members (Ms. Sharon Mertens and Mr. Scott Hoatson) and Ms. Jeanne Hankins to discuss QMP documentation.	ASAP
4.	Mr. Scott Hoatson will develop a working draft SOP using NACLA documentation.	Next Meeting (TBD)
5.	Mr. Johnson will notify Mr. Larry Penfold of his pending appointment to the committee.	Next Meeting (TBD)
5.	Mr. Johnson will contact the NELAC Chair regarding the appointment of Mr. Penfold to the committee.	Next Meeting (TBD)
6.	Ms. Sharon Mertens, and Mr. Steve Arms continue to work on compiling a first draft QMP document along with Ms. Roxanne Robinson.	12/01

Note: TBD - to be determined

**PARTICIPANTS  
ACCREDITING AUTHORITY COMMITTEE MEETING  
JULY 11, 2001**

<b>Name</b>	<b>Affiliation</b>	<b>Address</b>
Johnson, Louis      Chair	LA Department of Environmental Quality	T: (225)765-2405 F: (225)765-2408 E: louis_j@deq.state.la.us
Baker, Paul	PA Dept. Of Environmental Protection, Bureau of Laboratories	T: (717)783-1978 F: (717)783-1502 E: baker.paul@dep.state.pa.us
Cusick, William (Absent)	American Association of Pest Control Officials	T: (916)262-1434 F: (916)262-1572 E: wcusick@cdfa.ca.gov
Glick, Ed (Absent)	USEPA/OW/OGWDW-TSC	T: (513)569-7939 F: (513)569-7191 E: glick.ed@epa.gov
Hoatson, Scott	Del Mar Analytical	T: (949) 261-1022 F: (949) 261-1228 E: shoatson@dmalabs.com
Krisztian, George	State of Michigan - Dept. of Env. Quality	T: (517)335-8812 F: (517)335-9600 E: krisztig@state.mi.us
Mertens, Sharon	STL Austin	T: (512) 310-5236 F: (512) 244-0160 E: smertens@stl-inc.com
Robinson, Roxanne (Absent)	A2LA	T: (301) 644-3208 F: (301) 622-2974 E: rrobinson@a2la.org
Arms, Stephen (absent)	Florida Dept. of Health Environmental Laboratory Certification Program	T: (904) 791-1502 F: (904) 791-1591 E: steve_arms@doh.state.fl.us
Scott Guthrie (Contractor Support)	Research Triangle Institute	T: (919)541-6232 F: (919)541-7386 E: guthrie@rti.org